

## Undergraduate Advising Council Minutes

May 4, 2009

**Attendees:** *Erica Byrnes, Andrew Wehle, Sarah Eberhart, Sallie Schattner, Isabel Silver, Mary Ann Hagler, Janna Underhill, Theresa Vernetson, Katrice Crawford, Keith Carodine, Glenn Kepic, Greg Champion, Ann Becks, Wendy Thornton, Rick Bryant, Kari Ward, Marcia McLeod, Regan Garner, Mae Kiggins, Lynn O'Sickey, Wayne McCormick, Jeff Citty, Deb Mayhew, Dana Myers, Ken Foote, Mary Kay Schneider Carodine, Dominique DeSantiago, Henry Anderson, Lucy DiLeo, Maureen Cox, Kevin Tate, Beth Wahlik, Roxanne Barnett, Liz Kazungu, Jill Lingard, Elaine Turner, Derek Guffin, Melissa Jones, Horace Tucker, Jennifer Olson, Josh Funderburke, Rebecca Kidwell, Robin Rossie, Martha McDonald*

The meeting began with a welcome from Dr. Bernard Mair, the incoming Associate Provost for Undergraduate Affairs. Dr. Mair introduced himself and gave a brief background on his career. He went on to affirm the important role of academic advising on campus, describing advisors as being on the “forefront” of work with students. He expressed excitement about changes and improvements coming in the future for the undergraduate program at UF with a renewed focus on training students for graduate programs and conducting research.

The first discussion topic was the proposed document “Time Expected to Degree Completion – Undergraduate Programs”. Elaine Turner was present as a representative of the committee who developed this document as a result of discussions about “excess hours” on campus. Discussion ensued about the guidelines. Keith Carodine highlighted the importance of treating this as a guideline only, as some students don't fit within “typical” timelines due to various reasons (student athletes, students with learning disabilities, etc.). Other meeting attendees requested clarification on pieces of the document such as the lack of inclusion of transient semesters, the 8-10 term limits, and more. Ann Becks offered to share the document with Student Financial Affairs so that they are aware of advising practices across campus.

Erica Byrnes asked where the guidelines would reside and Elaine indicated that the document has been submitted to the Provost's Office. The UAC members present expressed a desire to see this information communicated to students (not simply to colleges), and suggested the undergraduate catalog as an ideal location for this information.

Dan Hodges and Danielle Johnson demonstrated the new dropping and adding capabilities of the ISIS Admin system. The introduction of PeopleSoft, in combination with a desire to move to a paperless system, prompted the introduction of this new capability. Academic advisors who have previously had departmental access can now drop and add courses using ISIS Admin. You can use sGER as a jump key to get to the registration menu in ISIS Admin. If a class is full, please send the registrar's office a memo that you're requesting the student be added.

If you're swapping sections, drop the section and add the new one. Once the registrar's office gets the information that the student is in the course twice, they'll drop the original one. All drops will carry fee

liability. If you want the student to have no fee liability, you're going to have to send the registrar a memo to that effect.

Lynn O'Sickey presented information about the new major career session at Preview. This session addresses what students can do beyond their degree. Students come in with so many hours, but they don't want to graduate early. So, to enhance their degrees the session will focus on making intentional and flexible choices. Other topics to be included are: certificates, transferable skills, such as writing, public speaking, research, exchange programs, TA courses, overseas study, etc. This session will run in the morning and again in the afternoon session when parents can attend as well.

#### Committee Reports:

Campus Affairs Committee – Jeff Citty, ([jcitt@eng.ufl.edu](mailto:jcitt@eng.ufl.edu)):

The Campus Affairs committee met last Thursday for a brainstorming session. They talked about their mission statement and established short term and long term goals. They plan to survey advisors to find out what advisors are doing on presidential committees and how to get advisors on these committees. This committee will focus on getting our message out to campus about what advisors do.

Professional Development Committee – Glenn Kepic, ([gkepic@advising.ufl.edu](mailto:gkepic@advising.ufl.edu)):

The committee is planning to assess professional development needs of UF advisors through a survey sent out to the advisors list. The Fourth annual advisor workshop may charge \$10 per head in an effort to generate a little money that would allow them to provide more professional development opportunities to the UF advising community. The workshop will likely occur 9-11-09.

Communications Committee – Kari Ward, ([kari.ward@cba.ufl.edu](mailto:kari.ward@cba.ufl.edu)):

The communications committee is working on revising the UF advisor web site with a priority goal to develop a comprehensive list of UF advisors. They are also planning to develop and distribute an electronic e newsletter that will be sent out 5 times a year – the first target date is June 22. The newsletter will cover best practices, NACADA updates, etc.

#### Announcements:

Ann Becks – bumper crop of Preview students – 2,000 +

Fall students are expected to be around 6200. Summer numbers higher than they expected. NSP is trying to spread out the preview sessions.

Deborah Meyhew – congratulate Jeff for the NACADA award.

The next meeting will be June 15, 2009, 200 Stuzin Hall, 3:00-5:00pm.